

<p align="center">STATE OF VERMONT Agency of Administration</p>		
<p align="center">POLICY MANUAL IRMAC INFORMATION RESOURCE MANAGEMENT ADVISORY COUNCIL</p>	<p align="center">ORIGINAL POLICY ADOPTED BY IRMAC</p>	<p align="center">ORIGINAL POLICY NUMBER</p>
	<p align="center">DATE: 08/27/96</p>	
	<p align="center">EFFECTIVE DATE</p>	<p align="center">IDENTIFIER</p>

STATUTORY REFERENCE OR OTHER AUTHORITY: **1 V.S.A. § 317**
22 V.S.A. § 453
3 V.S.A. § 218

APPROVAL DATE:

APPROVED BY: **Secretary of Administration**

POLICY TITLE: **E-Mail**

POLICY STATEMENT:

Public records conveyed via E-mail must be managed in accordance with the state's public records law.

PURPOSE/COMMENT:

E-mail is a communication system not a record keeping system. It is recognized that not all E-mail transmitted is public record. The intention of this policy is to ensure that written materials transmitted via E-mail, which are classified as public records, are treated as public records. Records produced or received in the course of agency business, regardless of physical form or characteristics, are subject to Vermont's public records and record management laws.

FINAL
